

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

March 2002

FROM THE DIRECTOR

LCDR Kelly Boodell

Operation Patriot Readiness Surveys: We have sent out these surveys to every Flotilla Commander. The FC's should have them completed and forwarded to their DCP's by 05 April. The DCP's should have these to the RCO's by 19 April, who in turn must have them to DCO. This is a very important initiative that we must do. Its purpose is worthy, please help your FC's to accomplish this goal. Consider using this tool as a leadership tool, what a great way to get to know the people in your division.

Go Look at the USPS Web Page for VSC's: I highly recommend looking through the USPS web page for VSC information. There are some great tools for promoting the VSC program and encouraging people to sign up for a VSC. There are also some great quick reference materials. Look at the items under both "Aids for VEs" and "Downloadable Tools for Marketing VSC Program". The US Power Squadron's site is: http://www.usps.org/national/vsc/vsc_main.htm. Please share these with your counterparts in MDV and PA. Some of the items will work good at marina dealer stores and boating safety booths.

Boat Smart Campaign 2002: Just a quick note to let everyone know that the 2002 campaign materials are now available on NSBC's website. You can order your materials online at <http://www.safeboatingcampaign.com>.

Remember to post any upcoming boating safety events on the NSBC campaign website! You can start doing that anytime -- the website is meant to be used year-round! It's easy, quick, and will be seen by lots of press people and the public. For those of you involved in Public Affairs, major newspapers will receive packages on this year's Safe Boating Campaign around the 1st of May. You could help by following up with a telephone call to the paper in your area, and asking if they'd like you to arrange for an interview on boating safety efforts in your area. Remember: the kickoff for this year's Safe Boating Campaign will be held the week of **18 to 24 May** in most areas.

The Directory: All telephone and cell phone numbers that appear in the Directory were obtained from the Auxiliary Management Information System (AUXMIS). Distribution of this CD is subject to the Privacy Act of 1974 and that information will not be shared outside the Auxiliary family per the provisions of the Privacy Act. If a number appears in the directory and you would like it changed or removed, then you must change AUXMIS. Removing the numbers from your member records in AUXMIS is the only way to prevent them from being published in future directories. Please initiate that change (via your FSO-IS) to your member records as soon as possible. Changes of member information are processed by the SO-IS for your Division. The Directory is going to be updated very shortly so entry of the change to edit/delete/change your information should be processed by your SO-IS before 1 March.

FROM OPERATIONS AND TRAINING

CWO4 Mike McKiernan

2002 Operations Workshop: For the past 2 years, the Operations Workshop has been optional in D13. The 2002 Operations Workshop is mandatory for all members involved in the Operations Program. The deadline for completion of the workshop is 1 June 2002. No CG orders will be issued to Auxiliary members who have not successfully completed the 2002 Ops Workshop by 1 June.

Facility and Currency Maintenance Lists: DCPs and FCs -- each month you will receive copies of these 2 lists showing which facilities and the boat crew personnel that are up to date and can receive patrol orders. Please ensure these lists get to your SO-OPs and FSO-OPs.

Facility List: This mail out contains an up to date list of accepted facilities as of 30 Jan 02. Only those facilities on this list are authorized to operate under orders. All facilities with a "1" under the YR column need to have their facilities inspected and approved prior to 30 April 2002.

2001 Currency Maintenance: The currency maintenance spreadsheet is again included in this month's mail. If you have an "X" in the 2001 column it means you have completed all requirements for this year and are current for patrols in 2002. If your member number and name are in **bold type** it means you need to complete re-certification as indicated in the remarks column. The re-certification requirements are located on the back of the Annual Boat Crew Certification form dated 17 January 2002. This form is included in this mail out to FCs and is available on the D13 web site. This is the only form that will be accepted by DIRAUX for 2002 currency. Any older versions of the currency form received by DIRAUX will not be processed and returned. **ONLY MEMBERS WITH AN "X" IN THE 2001 COLUMN ARE CERTIFIED TO RECEIVE PATROL ORDERS, AND PARTICIPATE AS CREW.** If your Qual Year is listed as 1997, you will need to complete the 5th year Certification signed by a QE in 2002. All coxswains should check their last NRUL date and ensure they take the re-QUAL test if needed. Direct any questions concerning currency to CWO Mike McKiernan at (206) 220-7082 or mmckiernan@pacnorwest.uscg.mil.

FROM OPERATIONS AND TRAINING (Continued)

CWO4 Mike McKiernan

TCT Training: Completion of the 8 hour TCT course prior to 2003 is required of all Auxiliaries involved in operations. This mail out includes a list of members that have completed the training and the date it was completed. If you hold a TCT session, please send a copy of the ANSC 7039 Workshop Attendance Report to DIRAUX in addition to the one sent to your IS officer. If the completion date is 1997, the member is required to take the course again. Members in operations that do not complete the course prior to 1 January 2003 will be unable to receive orders until TCT is completed. Notify DIRAUX to schedule a TCT course.

Help Wanted: District Materials Officer: contact DCO Louise Gatlin for more details and opportunities.

Ordering from the District Store: Continue sending orders to Shirley Cole. Shirley is putting orders together once a week. Thank you for your patience.

Help Wanted: DIRAUX is looking for Auxiliary personnel to help process Patrol Orders for reimbursement. The job would entail reviewing Patrol Order forms, checking for accuracy and completeness before they are submitted for repayment. We are looking for assistance 2 days a week, preferably on Tuesdays and Fridays, but we are flexible. If interested contact Sk1 Nelson Fritz.

Division/Flotilla Inventory: A few months ago, we put out an inventory for Divisions and Flotillas to fill out showing the different types of property they hold. The response has not been good. A blank inventory is included in this mail out for each Division and Flotilla. Please fill this out and return DIRAUX. The purpose of this inventory is to identify what equipment is out there, and to help us identify what we need to get out to you. If you have already submitted an inventory, thank you!

FROM THE OFFICE MANAGER

SK1 Nelson Fritz

2002 D13 DIRECTORY: The new D13 directory CD-ROM was distributed to all DSOs, ADSOs, FC and VFCs during the recent District Conference. Anyone who fell into one of those categories, who weren't there, didn't receive a copy, and feels they should get one should contact DIRAUX. We'll get one mailed to you.

Travel Claims: The travel claims are starting to trickle in one by one already. I want to thank everyone for their timely submissions of the travel claims so far. Please note that you don't have to declare the banquets, luncheons on the reimbursable expense block as it's covered under the applicable per diem rate.

FROM THE COMPUTER SECTION

Ms. Bobbie Heim

AUXDATA ON LINE, AUXMIS "READ ONLY," 15 MAR 2002: On Friday, 15 March 2002, the new AUXDATA computer will be on line. The AUXMIS computer will not be functional. It will be "read only" with no further entries possible. Only one computer will work! Everyone in our entire organization should benefit from this change. Please practice the use of our CG INFO and AUXDATA test programs now, so the period of adjustment will be short and quick.

PRIVACY ACT PROTECTS AUXILIARY: All personal information is for official use only, and is protected by the privacy act. None of the personal information provided to the U. S. Coast Guard Auxiliary is ever sold, or made available to commercial interests. Auxiliaries' personal information is not a matter of public record. Everyone receives junk mail via the U. S. Post Office, or "spam" on the personal computers. The problems caused by identity theft are a serious concern to all of us. The provisions of the Privacy Act prevent **any** misuse of Auxiliaries' personal information, and the new AUXDATA computer will add more protection.

REQUIRED INFORMATION: Access to some personal information is required. It comes with the territory, when an Auxiliary is part of the U. S. Coast Guard Auxiliary. For example, the person to contact in case of emergency is required. This information lets the U. S. Coast Guard staff know which one of an Auxiliary's friends or family to notify in the event of an accident while on patrol. The Social Security Number is required, so Auxiliary's who accept patrol orders may be paid. The U. S. Coast Guard Finance Center must have this information, to lawfully reimburse our active Auxiliary's for travel, meals, and fuel expenses. Telephone numbers allow the active Coast Guard, and fellow Coast Guard Auxiliary staff officers to contact individual Auxiliaries if they are needed for patrols, or other official Auxiliary work. The AUXMIS and AUXDATA computers are our organization's official source for this information.

EMPLOYEE ID NUMBERS: The new AUXDATA computer's shift to Employee ID numbers is intended to provide another layer of protection for our Auxiliaries' personal information. Also, the new AUXDATA computer will use the Employee ID numbers for data entry. For example, Auxiliary Joe Doe (130-09-09-123) will shift to Auxiliary Joe Doe (130-09-09-1234567). Flotilla Commander's should ask all flotilla members to review their correspondence from HQs, and use the new ID number that HQs assigned.

FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

COMPLETE APPLICATION FORMS: Please take the time to go over your prospective member applications to check for omitted information. The member birth date, social security number, and conviction declaration **must** be filled in on the forms. Also, make sure all required signatures have been included. If there are omissions of any of these information fields it will cause significant delays in processing the prospective member's application.

FROM THE MEMBER STATUS SECTION (Continued)

Ms. Shirley Blanchett

OPERATIONAL SPECIALTY COURSE EXAM REQUESTS: I would like to give an overview of what happens to a request for specialty course exams once we receive them in the DIRAUX office. Once they are received in DIRAUX, the requests are recorded on an Excel spreadsheet. This spreadsheet tells me when a request was received, when it was sent out, who is taking the exam, and which exam booklets were checked out to the Proctor. Once this information is recorded, I prepare the package for mailing to the Proctor. In this package you would find the requested exams, exam answer sheets, 2 copies of the exam request, and an envelope addressed to DIRAUX for your returned exam booklets and filled in answer sheets. This package is generally sent to the Proctor or Flotilla Commander to give to the Proctor. Proctors should allow for about 3 to 5 days for requests to reach DIRAUX through the US mail, and another week or two for the request to be processed depending upon the work load at DIRAUX, then another 3 to 5 days for the package to return to them through the US mail. Therefore, Proctors should select exam dates that are about 1 month from the date they mail the request to DIRAUX in order to receive the exams on time.

RETURNED OPERATIONAL SPECIALTY COURSE EXAMS: Here is an overview of what happens after DIRAUX office receives the returned exams. After the Proctors administer the exams, they send them back to DIRAUX in the provided envelope along with the completed exam answer sheets. When DIRAUX receives the returned package from the US mail they are date stamped. The exams are corrected; the scores are recorded onto the Excel spreadsheet and on the exam request form. The exam request form is then **mailed back to the Proctor**. The Proctor should review the exam results and then give the exam request form to the Flotilla Staff Officer of Member Training. A copy of the exam request form is also sent to the Division Staff Officer of Member Training. Then, a letter is generated which will be sent to the Auxiliary members who took the exam. This letter informs them as to whether they passed or not, and congratulates them if they passed. If they passed, the letter informs them of a certificate and award that is being sent to their Flotilla Commanders for presentation at their next Flotilla meeting. A certificate is prepared at the same time as the letter. The certificate and letter are then routed to the Commander for signature. After they are signed, the letter is sent to the Auxiliary member and the certificate is placed in with the Monthly mail out correspondence **to be sent out at the end of the Month**.

TIME FRAME FOR OPERATIONAL SPECIALTY COURSE EXAMS: Proctors should allow for about 3 to 5 days for their exam package to reach DIRAUX through the US mail, another week or two for the exams to be processed depending on the work load at DIRAUX, and another 3 to 5 days for the results to reach them through the US mail. Auxiliarists who want their exam results need to contact their **Proctor** approximately 4 weeks after taking the exam.

THIRTEENTH DISTRICT AUXILIARY EVENTS CALENDAR

MARCH, APRIL AND MAY

Date	Meeting - Event	Location	D13, DIRAUX &/OR AUX REP
11 Mar	Division 7 Mtg	Group Portland	TBD
12 Mar	Div 2 Mtg, Bear Rm, Pier 36	Seattle, WA	TBD
13 Mar	Div 3 Mtg, T. Yacht Club	Tacoma, WA	TBD
15-17 Mar	Division 5 Mtg	Eugene, OR	CWO McKiernan
18-22 Mar	VCO School, AUX 07 LAMS	Petaluma, CA	VCO Neiderhiser
30 Mar	Div 4 Mtg John Wayne Mar	Sequim, WA	TBD
5-7 Apr	NTNL Pac Area Mtg (NAPM)	Las Vegas	LCDR Boodell DCO Gatlin VCO Neiderhiser
8 Apr	Division 7 Mtg	Group Portland	TBD
9 Apr	Div 2 Mtg, Bear Rm, Pier 36	Seattle, WA	TBD
10 Apr	Div 3 Mtg, T. Yacht Club	Tacoma, WA	TBD
15-16 Apr	Wstrn St Btng Law Adm Mtg	San Diego, CA	Btng Rep Don Knesebeck, no DIRAUX Rep
26-28 Apr	Division 8	Sandpoint, ID	LCDR Boodell & CWO McKiernan
8 May	Div 3 Mtg, T. Yacht Club	Tacoma, WA	TBD
10-12 May	Sea Clbrtn, US & C CG AUX	Ketchikan, AK	TBD
13 May	Div 7 Mtg	Group Portland	TBD
14 May	Div 2 Mtg, Bear Rm, Pier 36	Seattle, WA	TBD
17-19 May	Division 10	Helena, MT	LCDR Boodell & CWO McKiernan
23 May	Division 1	MT Vernon, WA	TBD
31 May – 2 June	Eastern Area Conference	Glenn's Ferry, ID	LCDR Boodell & CWO McKiernan

This calendar includes information provided to DIRAUX. Please notify DIRAUX of changes or corrections. Bobbie. Heim, in AUXMIS section, E-mail: bheim@pacnorwest.uscg.mil is the person to contact.

Distribution: EXCOM, DCPs, FCs (10 copies), DSO(s), ADSO(s), Liaison & Project Officers, REG QEs, PDCOs, D13 GROUPs & MSOs, D13 (d), (dcs), (o)